

MID-ATLANTIC ARCHIVIST

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MARAC Meeting in Pittsburgh

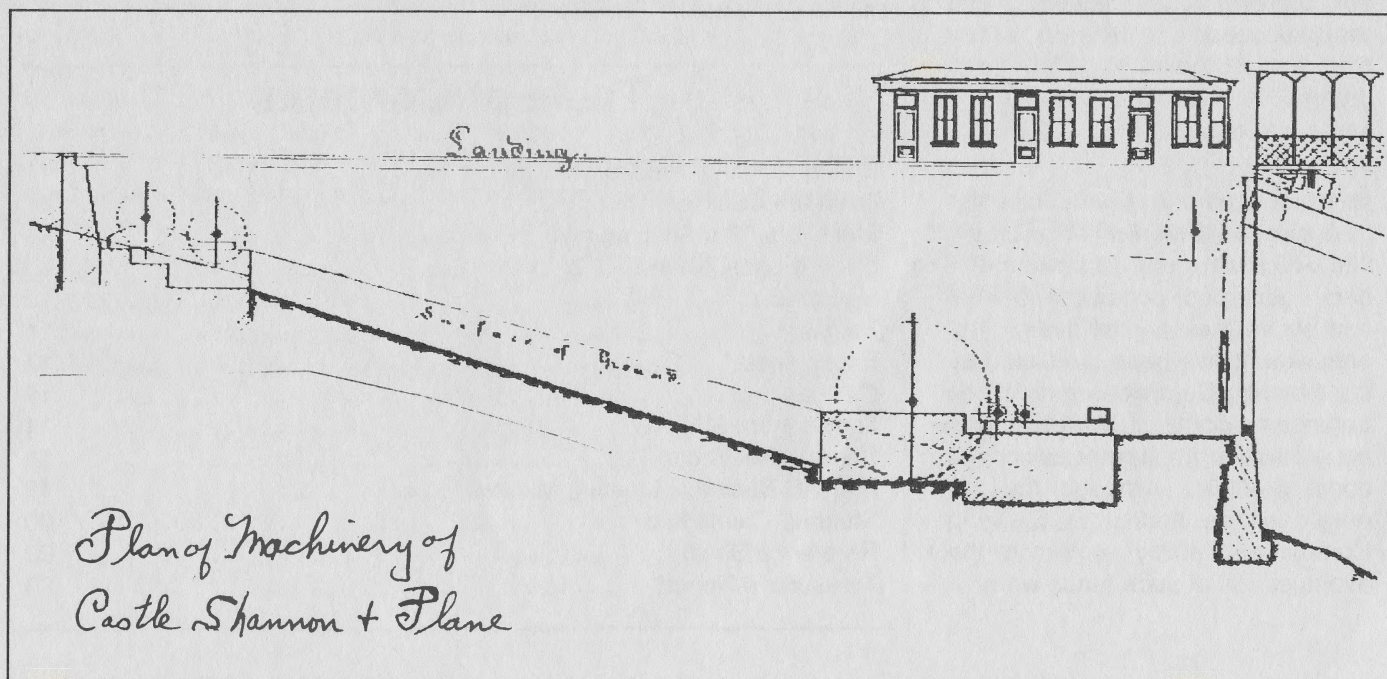
When MARAC last met in Pittsburgh in 1981, archival education was primarily concentrated in continuing education courses, institutes, and workshops with graduate programs that generally consisted of no more than two courses and a practicum or fieldwork requirement. Archival education, both graduate and continuing, has progressed significantly over the past decade. Presently, there is a growing number of graduate programs led by full-time archival educators and discussion is underway for the development of full-fledged Masters of Archival Studies programs and advanced continuing education opportunities.

The MARAC program, being held May 7-9, 1992 at the Oakland Holiday Inn in the midst of the University of Pittsburgh and Carnegie Mellon University, is focused on the theme of the present status and future opportunities for archival education. The future of archival education is an extremely important matter as we approach the twenty-first century and continue to work in increasingly more complex information environments. "Pushing Out Along New Lines: Educating Archivists for the 21st Century" is taken from a century-old quotation by William Rainey Harper, President of the University of Chicago: "[The purpose of education is] not

to stock the student's mind with knowledge of what has already been accomplished in a given field, but rather so to train him that he himself may be able to push out along new lines of investigation." As the Harper quotation is intended to show, the theme of the conference is that archival education needs to revamp itself to prepare individuals in a new manner to not only function as archivists but to think like archivists and to commit to expanding the frontiers of archival knowledge.

The Spring 1992 program is built around five main sessions that cover the range of archival education,

(Continued on P. 3)



From The Chair

On An Endowment For Education And Outreach

MARAC approaches its twentieth anniversary able, as never before, to take a bold step toward achieving one of its fundamental goals: developing and sustaining a broad program of education and outreach that can operate both in- and outside the framework of our traditional semiannual meetings. That step is building an endowment for education and outreach for MARAC-supported training programs, consulting services, development and dissemination of technical literature – even scholarships.

The idea to do this is not new. Meeting the educational and developmental needs of our members and potential members was part of MARAC's core mission in 1972 at founding; so it was in 1982, and so it remains today. What is different in 1992 is that we now have the resources to expand and extend MARAC's reach to the state and local levels in a tangible way. We are strong enough in membership and in finances to make it happen. For twenty years my predecessors, past Steering Committees, and a full generation of members labored hard to make MARAC a viable, self-sustaining organization, and they succeeded, I think, in a way that went beyond the founders' dreams. MARAC's challenge – yours and mine – is to build on that success.

In times past the Conference established an endowment account, into which were placed some members' generous contributions over and above their annual dues. The endowment has been increased by the Steering Committee recently by transferring some of MARAC's revenue surplus; its current balance is about \$6,000. Although the donors' wishes and past Steering Committees' policy regarding the eventual use of such funds were

not clearly specified in the minutes, it seems plain they were intended for a purpose higher than merely meeting operating expenses.

The Steering Committee has made a commitment to define and publicize the purpose of the endowment account in 1992, and to build its principal by encouraging donations. Accordingly, at Roanoke, the Steering Committee directed that all undesignated contributions to MARAC be placed in the endowment. Members who wish to donate to MARAC beyond their annual dues should know that their generosity will increase this fund, and ultimately be used to enhance the Conference's training and outreach programs.

It is important to bear in mind that contributions to MARAC's endowment fund are not likely to be considered tax-deductible, however, due to the nature of our present corporate status as a professional organization. One way to remove this disincentive for making charitable donations would be to incorporate an educational foundation to manage the endowment – an entity legally separate from MARAC, but linked in terms of mission and administrative oversight. I will ask

that this avenue be investigated by our Finance Committee during 1992.

Meanwhile, besides encouraging individual gifts to the endowment, the Steering Committee will have the chance each year we end with a surplus to continue the practice of transferring left-over revenue to the account. Depending on the fiscal outlook next spring, it may even be possible to build an endowment contribution line into the Conference's 1992-93 operating budget.

We have the opportunity to provide a powerful financial incentive for MARAC and its constituent caucuses to develop and implement creative, well-structured training programs and workshops at the regional, state and local levels. The blueprint is found in MARAC's long-range plan – whose nearly completed draft strongly emphasizes education and outreach. The wherewithal to accomplish these tasks is within our reach. We ought not to let the opportunity pass by.

— Karl J. Niederer

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PITTSBURGH (Continued from P. 1)

from the basis of archival knowledge through current trends and activities in graduate and continuing education. The program will start off on Friday May 8 with a plenary address by Professor Luciani Duranti of the University of British Columbia School of Library, Archival and Information Studies on "The Archival Body of Knowledge: Archival Theory, Principles, and Practices and Graduate and Continuing Education." Timothy Ericson, Director of the Milwaukee Urban Archives, will present a paper on the "Present Status and Profile of Graduate Archival Education in North America." Paul Conway, National Archives and Records Administration Office of Research and Evaluation, will present a complimentary paper on "Continuing Education and Its Effectiveness in Training the Archivist." Frederick Stielow, Catholic University School of Library and Information Science, will provide an analysis of "Information Technology and Its Implications for Archival Theory, Practice, and Education." The Saturday morning of the conference, after the MARAC business breakfast, will conclude with a roundtable discussion, chaired by Dean Toni Carbo Bearman of the University of Pittsburgh School of Library and Information Science, on "The Future Directions and Needs for Graduate and Continuing Archival Education."

The remainder of the MARAC program is focused on specific applications and issues relating to the nature and context of archival education, with presentations by a wide-range of archivists, archival educators, and other information professionals. There will be sessions on professional associations and the training of archivists, the research use and other special needs of music collections, in-house training at the National Archives, new trends and development in archival reference and use, educating the user through bibliographic instruction for special materials, and education and the small archives. There will also be opportunities to take two Society of American Archivists workshops, "Public Relations for Archivists" taught by Julie Bréssor, and "Advanced Management for Archivists: Personnel" taught by Bill Nolte, both offered on Thursday May 7th.

The Spring 1992 MARAC program (assembled by Program Committee Roland M. Baumann, Richard J. Cox, Philip B. Eppard, Claire McCurdy, Abra S. Michelson, and Cynthia Requardt) promises to be an exciting and pathbreaking exploration on the education of archivists for the late twentieth century. The main papers by Luciana Duranti, Tim Ericson, Paul Conway, and Fred Stielow will be published, along with introductory and summary essays by Toni Carbo Bearman and Richard J. Cox, in a special issue of the *Journal of Education for Library and Information Science* edited by Program Chair Cox, providing a permanent record of the conference. However, we all look forward to seeing you in Pittsburgh next Spring, to hear the papers in their original form and to have an opportunity to discuss the important issues confronting the education of the future leaders of the archival profession.

— Richard J. Cox
Program Committee Chair
University of Pittsburgh School of Library and Information Science

WINNERS OF THE 1991 ARLINE CUSTER MEMORIAL AWARD

At the MARAC business meeting in Roanoke on November 9th Rod Ross, Chair of the Arline Custer Memorial Award Committee, announced the winners for publications which appeared between July 1, 1990, and June 30, 1991.

In the monograph and article category the award went to Arva Michelson of the Archival Research and Evaluation Staff of the National Archives and Records Administration for "Expert Systems Technology and its Implication for Archives: National Archives Technical Information Paper No. 9."

The Custer Committee found the work to be innovative, well written and well organized. It addresses a challenging situation and presents its findings in understandable terms.

In the handbooks, reports, manuals and guidebooks category the Custer Committee chose two winners to share the honor and the cash award. The first of the co-winners was the New York State Archives and Records Administration for its booklet "Archives & You: The Benefits of Historical Records."

This publication is living testimony that successful works need not be lengthy. Using quality design and straight-forward writing the booklet explains to a general audience why historical records are important.

The second co-winner was Kenneth W. Rose of the Rockefeller Archive Center for his compilation "The Availability of Foundation Records: A Guide for Researchers."

This document educates both independent researchers and foundations about the importance of foundation records. The study is a first step in making scholars aware of the wide range of topics and types of materials in the field of the study of philanthropy.

CALL FOR FINDING AIDS

The Finding Aids Award Committee encourages MARAC members and repositories to enter recently prepared finding aids for the 1991 awards to be presented at the spring meeting in Pittsburgh. Entries may be published or unpublished; typewritten, computer-generated or microfiche; and may be single collection, subject, or repository-wide guides.

To enter, please submit two copies of the finding aid to Connie L. Cartledge, Manuscript Division, Library of Congress, Washington, DC 20540. All entries must be received by February 15, 1992.



The MARAC publication *Constitutional Issues and Archives* (1988, 81 pp.), edited by Mary Boccaccio, has been reduced to \$3 (plus postage). It contains a foreword on the importance of archives; groupings of articles under the general topics of "Freedom of Information and Personal Privacy Issues," "Privacy Issues in Documenting Society and Government," and "Copyright Issues and Freedom of Information," and Leonard Rapport's luncheon address given at the Fall 1987 MARAC meeting. To order this publication as well as other MARAC publications contact Marsha Trimble, University of Virginia Law Library, Charlottesville, VA 22901 or call 804-924-3023.



If you did not renew your MARAC membership this fall, and you would like to remain a member, please send your \$10.00 check and renewal form to Marsha Trimble immediately. Names of persons not renewing by January 30th will be removed from the database. Marsha's address is University of Virginia Law Library, Charlottesville, VA 22901.

DATELINE MOSCOW, AUGUST 1991

Susan Swartzburg and the IFLA Congress

I arrived in Moscow on Sunday, August 18th, for a week, to attend the International Federation of Library Associations and Institutions (IFLA) Congress.

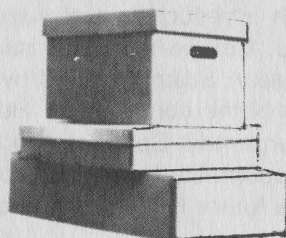
I settled in with Michele Valery Cloonan, UCLA library school, at the beautifully restored Metropole Hotel by Red Square, long a center of activity and intrigue in the city. We ended up right in the midst of the events of the attempted coup although we were hard-put to interpret them at the time. The conference center was only a quarter of a mile from the Russian White House, so we were able to watch events unfold between conference sessions. We used the subway to travel most of the time, as walking or taking a taxi around the constantly moving tanks was difficult.

As archivists, we were dying to get copies of the broadsides that continually appeared in the subways and on walls, but there were always crowds of people around them, and we could not read them ourselves. Because communications were cut to a great degree, we had only a vague idea of what was happening around us and we realized how much the Russian people relied on verbal communication. We discovered that the deaf mutes of Moscow usually gathered after work at Swerdlhoff Square, next to our hotel, and we could see them signing heatedly with one another during the time of the coup. We watched the conclusion of the coup unfold from the 8th floor of the conference center and celebrated mightily at the IFLA reception in the Kremlin that evening.

The IFLA directors asked that we carry on during the coup, as did the U.S. and other Embassies. Because of "perestroika," our Russian colleagues were able to participate fully in the Congress. They had worked long and hard to plan events; meeting and talking freely with colleagues from the

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DATELINE MOSCOW, AUGUST 1991

West was important for them. While most of the papers presented that related to preservation and conservation were ones familiar to many of us, they were new to our Eastern European colleagues, and very well received.

The Russian librarians were expressive, even during the coup, in describing their frustration over the years because of their inability to communicate with colleagues in the West, or to have access to our professional literature. Many library and archive administrators were party functionaries who knew little about library and archival work. When these administrators were permitted to attend an international conference, they were unable to participate because most understood only Russian and had little background in the field. They were unable to bring any meaningful information home to their staff.

I was struck by how hard the librarians (and later, the conservators) work. They are lucky to have one typewriter in an office, often pre-World War II vintage. Because the government controlled communication, there was no thought of computers in most libraries, although Russian bibliography is now being computerized. I met Helena Melnikova, a cartographer and Research Archivist at the All-Union Archives, Moscow, over lunch during the coup. Her English was excellent and I managed to introduce her to a few people who could provide her with information on records management and paper conservation. On Friday she took Michele and me on a whirlwind tour of the churches of Moscow (each with mass in progress), and insisted that we photograph the remaining barricades around the White House "for our archives." Helena's husband had remained at the White House during the coup while she attended the conference, and gave a paper on the collection of early maps of Moscow in her archive. She was exhausted, but wanted to spend the day with us, showing us her Moscow and talking, before she returned to her garden to work out the tension of the week.

We learned that as a professional Helena works about 60 hours a week; this because of the lack of competent clerical assistance. She, like most of our Russian colleagues, is anxious for exchanges. She, unlike some, would be able to come to the West for six months or a year, to share her knowledge of Russian cartography while learning how to apply automation to archival management. However, archivists need to go to Russia as well, to learn more about what our colleagues are doing there and to share current information on archival procedures and management. We have a great deal to learn from one another.

My primary concern is preservation. The Eastern European archivists have developed a number of good techniques for the treatment of paper-based materials that we should investigate; they need to learn about our conservation technology. Most of all, our Eastern European colleagues need information about how we manage our archives. Automation will come, sooner rather than later, to Eastern European archives.

I hope that MARAC will play a role in exchanges between Eastern European and Western archivists. We need to find sources of support for such exchanges, for Eastern European archivists will need considerable financial support if they are to spend any time in the West. But efforts to fund exchanges will be rewarded by the opportunity to share and to learn, to strengthen the archival profession throughout the world. It is an exciting challenge.

MARAC'S 20TH ANNIVERSARY

The Spring issue of the *Mid-Atlantic Archivist* will feature a special section dedicated to MARAC's 20th Anniversary. The feature section will contain an interview with Leonard Rapport, who will reflect on his memories of the organization, especially the story of the "Desoto" and the "cradle." There will also be anecdotes from the membership and a short history of the organization.

We will publish selected "anecdotes" in the Spring issue of the *maa*, so please send them to the editor by March 1st, 1992.

One anecdote has already been submitted by Greg Bradsher. Greg stated that "At the Fall 1988 meeting at Harrisburg, PA, our hospitality suite held in a hotel room was a noisy affair, so much so that hotel guests complained about us. After requesting several times that we keep the noise down, the assistant hotel manager finally relocated us to the hotel basement ballroom. As we were leaving the hotel room, the assistant manager remarked that he thought archivists were like librarians, i.e., quiet people. Upon hearing this remark, I informed him that we might deal with 'dead records,' but were certainly not 'dead people.' He just shrugged his shoulders, shook his head, and left mumbling that he swore he thought archivists were like librarians and just could not understand why we were so lively."

SPECIAL NOTE

All anecdotes not used in the feature section of the Spring *maa* and any memorabilia relating to past MARAC events will be used at the 20th anniversary meeting in Pittsburgh. So send those cards and letters to the editor, *maa* or to Jodi Koste, Special Collections and Archives, Tompkins McCaw Library, MUV, Box 582, Richmond, Virginia 23298-0582.

State & Local News

MARYLAND

STATE ARCHIVES TO CLOSE MONDAYS

As of October 4, 1991, the Public Searchroom of the Maryland State Archives will be closed on Mondays reducing service from six days a week to five. The Searchroom will remain open Tuesday through Friday, 8:00 a.m. to 4:30 p.m. and Saturday, 8:30 a.m. to 4:30 p.m. On Saturdays only, the Searchroom closes for lunch, 12:00 to 1:00 p.m.

The change in opening hours is due to the cutbacks in the State budget. Reductions in Archives' staff have left too few employees to ensure an adequate level of public service and to provide adequate security for the valuable records circulated in the Public Searchroom. Monday was chosen as the day to close after consultation with Archives' patrons and members of the Searchroom Advisory Committee.

The Archives will continue to provide reference assistance on Mondays to state and local government and to the general public through telephone and mail inquiries. The lobby shop at the Archives will also be open on Mondays.

The Maryland State Archives is the historical agency for Maryland. Its public searchroom is open Tuesday - Saturday for people to research family genealogy and local history. There are professional archivists on duty to assist patrons. Records are also available through photocopies and interlibrary loan of microfilm.

For further information, please call Gregory Stiverson on (301) 974-3914.

MARYLAND STATE ARCHIVES RECEIVES PRESERVATION GRANT

The Maryland State Archives has been awarded a \$113,785 grant by the National Endowment for the Humanities' Office of Preservation to preserve historic collections of Maryland newspapers. The project will produce microfilm copies of the Maryland newspapers, thus making these brittle, endangered records more accessible to the general public and scholars.

The grant from the NEH allows the Archives to accelerate a preservation program begun in 1979. With the assistance of concerned individuals, historical agencies, libraries, and newspaper publishers, the Archives microfilmed 181 Maryland newspapers, representing over 1.2 million pages, in the last 12 years. Working with the University of Maryland, the Enoch Pratt Free Library, the Maryland Historical Society, and other institutions, the Archives has identified an additional 151 newspapers, amounting to 831,246 pages, in need of preservation microfilming.

The microfilm created by this project will be accessible to public through the publication, *Newspapers of Maryland: A Guide to the Microfilm Collection of Newspapers at the Maryland State Archives*. The microfilm described in this guide is available for reference use at the Maryland State Archives, through interlibrary loan, or may be purchased.



The University of Maryland College Park held a luncheon on November 13, 1991 to celebrate the publication of the *Guide to Newspapers and Newspaper Holdings in Maryland*. This work was compiled by the Maryland Newspaper Project under the direction Peter Curtis, Curator of Marylandia at UMCP and published by the Maryland Department of Education's State Library Resource Center. The publication lists 2,356 titles of United States newspapers located in 87 Maryland institutions. As mentioned above, the Maryland State Archives is currently directing the preservation microfilming stage of the project.



The Montgomery County History Consortium in cooperation with the Maryland Historical and Cultural Museums Assistance Program held a "hands-on" computer workshop November 18, 1991 at the National Capital Trolley Museum in Silver Spring, MD. This day long workshop introduced participants to collections automation through a morning discussion and an afternoon practicum. The goal of the workshop was to open a dialogue for sharing collections information, contact: Lesley van der Lee, Consortium Administrator, at 301-774-2502.



The Government References Service division of the Enoch Pratt Free Library/State Resource center held a tour to orient its users to its collections and services on November 20, 1991. For further information, contact: Joseph M. Eagan, Head Government Reference Service, at 301-396-4042.

VIRGINIA

THE VIRGINIA NEWSPAPER PROJECT: "PRESERVING VIRGINIA'S HERITAGE"

The Virginia State Library and Archives, the Virginia Historical Society, the University of Virginia, and the College of William and Mary are cooperating to find, catalog, and preserve newspapers in the Commonwealth. This Virginia Newspaper Project is part of the United States Newspaper Program, a coordinated, national effort to identify, to preserve, and to make available to researchers newspapers published in the United States from the seventeenth century through the present. As part of the program, the four libraries will create a record of all titles and issues held in various repositories throughout the state and add this information to a national online computer database. Those titles most important for research will be preserved on microfilm.

The Virginia Newspaper Project is surveying libraries, courthouses, archives, newspaper publishers, and private collections to gather information about the identification and location of all primary newspaper holdings in the state. From this basic survey, catalogers and historians will visit these repositories and individuals to assess bibliographic and preservation work and to ascertain if there are newspaper collections held by other agencies or individuals which were overlooked during the initial survey.

Funded by the National Endowment for the Humanities, and with technical support from the Library of Congress, the project operates in two stages. The first year's grant covers the initial planning phase of identifying and locating the newspapers. A follow-up grant will fund the cataloging and microfilming tasks. The entire project is expected to take several years to complete.

For more information contact the Virginia Newspaper Project, Virginia State Library and Archives, 11th Street at Capitol Square, Richmond, Virginia 23219-3491, (804) 786-2303.



1991-92 SLATE OF SPEAKERS AND TOPICS FOR THE HISTORY OF THE HEALTH SCIENCES LECTURE SERIES

THE CLAUDE MOORE HEALTH SCIENCES LIBRARY UNIVERSITY OF VIRGINIA HEALTH SCIENCES CENTER

Thursday, November 14, 1991

Gertrude Fraser, Ph.D., Assistant Professor of Anthropology,
University of Virginia

"African-American Midwives and Southern Medicine"

Thursday, February 27, 1992

C. Knight Aldrich, M.D., Professor Emeritus of Behavioral Medicine and
Psychiatry, University of Virginia,

"The President's Grief: An Exercise in Psychohistory"

Thursday, April 23, 1992

Robert M. Carey, M.D., Dean of the School of Medicine,
University of Virginia,

"Medicine and Health During the Colonization of Virginia"

All lectures will be held at 5:00 p.m. in the Moll Medical History Room of
The Claude Moore Health Sciences Library.

NEW JERSEY

The New Jersey State Library is pleased to announce its spring preservation workshop, "Mirrors of Time: Preserving Photographic Collections." The featured speaker for this one-day session will be Gary Albright, Photographic Conservator at the Northeast Document Conservation Center.

Topics to be covered include identification of photographic processes, causes of deterioration, conservation treatment alternatives, proper environmental storage, and proper storage materials and techniques. A clinic will be offered in the afternoon to evaluate items brought by participants.

The presentation will be geared toward librarians, conservators, curators and staff who work with photograph collections.

This workshop will be offered in three locations: Thursday, March 5, 1992 - Madison Public Library; Friday, March 6, 1992 - Ocean County Library, Toms River, NJ; Monday, March 9, 1992 - Vineland Public Library.

Each session will run from 9:30 to 4:00, with registration at 9:00. The registration fee of \$15.00 covers breaks and lunch.

This workshop is co-sponsored by the Northeast Document Conservation Center and Rutgers University School of Information and Library Services. Participants will earn .5 CEUs from Rutgers University, which may be applied toward the PDS Certificate in Preservation.

For further information contact Betty Steckman, New Jersey State Library; phone 609-984-3282.

State & Local News

PENNSYLVANIA

The Beaver County Micrographics Department recently received a 1991 Achievement Award from the National Association of Counties (NACO) for its new microfilm applications for law enforcement which involve presenting documentary evidence in court and microfilming currency used in undercover drug operations. The Association commended the department for successfully addressing a significant concern in the county. This is the second year in a row that the department has received a NACO award. For more information on these innovative uses of microfilm, contact *Charles Hilt*, Beaver County Courthouse, Beaver, PA 15009, and see *Pennotes*, Volume 5, Number 2, 1990.



Thanks to a \$3000 Local History Grant received from the Pennsylvania Historical and Museum Commission in 1990, **Union County** Archives staff member **Mary Miller** has finished processing fifteen cubic feet of naturalization records, 1810-1956, and election records, 1814-1956. The records have been arranged and flat filed in acid-free folders and boxes, and as part of the project, an index has also been prepared which is available on microfiche. After the processing was completed, **Dianne B. Lynch**, Prothonotary and Clerk of Courts, transferred the records to the county's new Archives Room.

Shirley A. Fero, Archives Director, reports that other records including marriage licenses, civil court files and tavern licenses have been moved to the Archives. For more information, contact Ms. Fero, Prothonotary's Office, Union County Courthouse, 103 South Second Street, Lewisburg, PA 17837.

RECORDS MANAGEMENT REALIGNMENT

In September 1991, the Governor's Office of Administration and the Department of General Services reached an agreement to transfer executive branch records management responsibilities to the Pennsylvania Historical and Museum Commission. The transfer of the state records center, the micrographics unit and the records management section will consolidate records management and archival responsibilities for all levels of government in the Commission's Bureau of Archives and History.



It is anticipated that Governor Robert P. Casey will proclaim May 17-23 Archives Week in Pennsylvania. Accordingly, the State Archives will be encouraging other repositories, historical societies and local governments in the Commonwealth to sponsor archives awareness activities in their own communities during this week. In this way we hope to acquaint citizens statewide with the value and usefulness of archival and manuscript collections, and with the need to preserve these materials which document their heritage.

IN MEMORIAM

JANE MEREDITH PAIRO

Friends and colleagues of Jane M. Pairo were saddened to learn of her sudden death on October 5, 1991, after complications from surgery. A native of Richmond, Virginia, Jane graduated from James Madison University in 1966, received a Masters of Education degree from the University of Virginia in 1970, and obtained her MLS degree from Catholic University in 1984. After teaching history at secondary schools in Charlottesville and Chesterfield County, Virginia, she joined the Archives and Records Division of the Virginia State Library and Archives in 1972. Her responsibilities as an archivist included reference services, archival education programs, and specialized inventories of the records of the Virginia legislature.

Jane's particular interest was in developing archival outreach programs. She was the author of articles on that subject and was a program participant at the 1983 SAA meeting in Minneapolis on outreach. As head of the Public Services Section of the Archives and Records Division, she was an effective advocate of the archival cause before local, state and regional historical, genealogical and professional organizations.

On January 18, 1984, Jane was appointed Assistant State Archivist for Archives. From 1984 until December 1989 when she left Virginia to accept a position as manager of preservation programs with SOLINET in Atlanta, Jane was actively involved with current archival disaster preparedness and preservation issues. She was a program participant for a session on conservation at the 1986 MARAC meeting at Charlottesville. Before leaving Richmond, Jane had carefully guided the first state-wide preservation survey, chaired a committee that prepared the initial disaster preparedness plan for the Virginia Archives, and developed a series of disaster recovery training programs.

Jane's family asks that contributions be made in her memory to the American Cancer Society or the American Heart Association. Her friends at SOLINET have established a Jane Pairo Memorial Fund for the purchase of preservation materials for its library.

PENNSYLVANIA

MORE ON ARCFEST '92

The Pennsylvania State Archives will be sponsoring ArcFest '92, a week long celebration of the State's documentary heritage, from May 16th through May 23rd. Events to be held at the Archives during this week include a genealogy conference, exhibits in the Archives lobby, and extended evening and weekend hours in the Reference Room.

The highlight of the festival will be "Family Heritage Day," to take place on the front lawn of the Archives building on Saturday, May 23rd. On this day, the public will be able to bring their family's documentary treasures for free appraisal by professional manuscript dealers, and can receive advice on preserving important family records from the Archives staff. Artisans will bring to life the crafts of papermaking and calligraphy, and a historical hat-maker, who used records from the State Archives to learn his trade, will demonstrate his methods. A local early music ensemble will entertain visitors with renditions of 18th, 19th and 20th century songs found in State Archives Collections.

Also on hand will be a unit of Civil War reenactors to conduct drills, fire weapons, and discuss that historical period with visitors. Arriving just before Memorial Day, ArcFest '92 will be particularly well positioned to raise issues regarding the preservation of records documenting the involvement of Pennsylvania citizens in military activities over the past three centuries.

Further information on ArcFest '92 may be obtained by contacting Sharon Nelson, Associate Archivist, Pennsylvania State Archives, Box 1026, Harrisburg, PA 17108-1026, (717) 787-5953.



PENNSYLVANIA RECEIVES NHPRC GRANT

The Governor's Office of Administration was awarded a grant of \$116,230 by the National Historical Publications and Records Commission to fund a project to integrate electronic records into the Commonwealth's archival and records management programs. The eighteen month project will feature both inventory and access components directed by staff of the State Archives.

PHMC AWARDS RECORDS MANAGEMENT GRANTS TO FOUR COUNTIES

In September 1991, Allegheny, Centre, Philadelphia and Union counties were awarded grants ranging from \$2,450 to \$3,000 under the terms of the Pennsylvania Historical and Museum Commission's Local History Grant Program. The grant funds will be used to arrange, describe, preserve and make available historically valuable records at archival facilities operated by each county.

Larry Bickford, Centre County Director of Administrative Services, will oversee a project to preserve and make available to the public the county's Naturalization Papers, Slave Records, Revolutionary War Declarations and Quarter Sessions Papers dating back to 1800; while Diana L. Robinson, Chief Clerk, will be responsible for a similar project involving Union County's Road and Bridge Papers covering the period 1814-1984.

Allegheny County will utilize its \$3,000 grant to purchase acid-free storage boxes and folders as part of a project to systematically remove fragile and deteriorating eighteenth and nineteenth century court papers currently stored in the courthouse attic. Under a two-year project directed by Ken White, Allegheny County Records Management Consultant, some 16,000 cubic feet of records will either be removed from the attic to the county records center or will be destroyed. A \$2,450 grant was also awarded to the Philadelphia City Archives which houses both city and county records. Under the direction of City Archivist Ward Childs, some 7,000 glass plate negatives and 20,000 prints created by the Philadelphia Board of Public Education will be placed in archival enclosures.

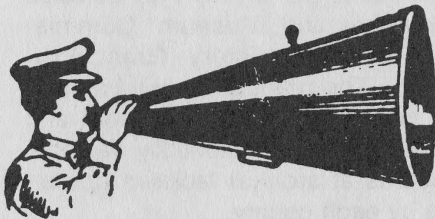
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NEWS NOTES



NEW ENGLAND MUSEUM ASSOCIATION AND OLD STURBRIDGE VILLAGE MUSEUM ARCHIVES INSTITUTE APRIL 10-11, 1992

The Fifth New England Museum Association and Old Sturbridge Village Museum Archives Institute will be held at Old Sturbridge Village on April 10-11, 1992. The Institute has been expanded into a two year program so as to allow for a more concentrated and in-depth approach to the topics. Participants may join the program either year. The sessions are designed for the beginner and include such topics as records management, appraisal, arrangement and description, reference and access, legal issues, preservation, management, oral history, automation, fundraising, exhibits, photographs, and outreach.

Institute faculty is made up of museum and archives professionals who enjoy a national reputation. Both the basic and special topic programs are two days with a limited registration and a fee of \$90.00 each. For information call Theresa Rini Percy, Director of Research Library, Old Sturbridge Village, 1 Old Sturbridge Village Rd., Sturbridge, MA 01566, (508) 347-3362.

NEW YORK STATE PRESENTS ARCHIVES AWARDS

As part of its celebration of New York Archives Week, the New York State Archives and Records Administration (SARA) presented eight awards that recognized achievements in archives and records management. Certificates of awards were presented at a special ceremony in Albany, hosted by the State Board of Regents. Shirley Brown, Chair of the Regents Cultural Education Committee, presented the awards.

Cornell University Library received the award for Distinguished Archival Service in New York State. From 1977-1991 Cornell administered the Historical Documents Inventory, which systematically surveyed the historical records in more than 1,500 repositories in New York State and published guides to the records in each county. Descriptions of the records have also been entered into the national Research Libraries Information Network, helping to make New York's documentary heritage available to researchers nationwide, and, increasingly, worldwide.

The award for Program Excellence in an Historical Records Repository in New York State was presented to the Robert F. Wagner Labor Archives of New York University. The Wagner Archives was recognized for its professional administration of a wide variety of archives relating to labor and social history and its statewide leadership role through its coordination of the Harry Van Arsedale, Jr. Labor History Project.

The award for Excellence in Research Using the Holdings of the State Archives went to Dr. Gerda Ray, Professor of History at the University of Missouri, St. Louis for her in-depth research into the operations of the New York State Police, focusing on the investigation of political radicals.

Albany County Hall of Records received the award of Excellence in Local Government Archival Program Development. It was recognized as having one of the most well developed records management and archival programs in the State.

Andrew J. Spano, Westchester County Clerk, was honored as the Most Effective New York Advocate on behalf of archives and records management. Spano was commended for his efforts to gain passage of key pieces of local government records legislation and for his leadership on the Local Government Records Advisory Council.

The award for Excellence in State Agency Records Management Program Development was presented to the Governor's Office of Employee Relations, which has taken aggressive steps to improve agency-wide records management.

For the first time, two awards were presented to secondary students for their research projects that demonstrated substantial use of historical records. Marie Turock, Johnson City Senior High School and Emily Haag, Pittsford Middle School, received award certificates and a cash prize that was donated anonymously by a member of the Board of Regents.



The National Archives announced that the 1920 census will be opened to researchers on March 2, 1992. It will be available in the Microfilm Reading Room of the National Archives Building in Washington, D.C., the 12 regional archives across the nation, and through the National Archives microfilm sales and rental programs. To protect individual privacy, personal census data are restricted for 72 years. Schedules or forms from censuses of 1790 through 1910 have been publicly released; however, nearly all of the data collected in the 1890 census was destroyed by fire.

FREE VIDEO FROM UMI DEMONSTRATED HOW TO CARE FOR PRESERVATION MICROFORM COLLECTIONS

"Caring for Your Microform Collection: The Next Step in Preservation" is the title of a new, 13-minute video available free to librarians and archivists from University Microfilms International's Preservation Division.

The video demonstrates proper storage and handling techniques, such as those recommended by the American National Standard Institute. Master, print and distribution copies are discussed. Topics include temperature and humidity control, preservation microfilm/fiche cleaning and inspection, patron and librarian user guidelines, and more.

Copies of "Caring for Your Microform Collection: The Next Step in Preservation" are available in VHS format. The video complements a previous UMI video, "Providing a Future for the Past," which discusses the preservation of the human record on microfilm.

Videos are available by calling 1-800-521-0600, ext. 3801 or 1-800-343-5299, ext. 3801 from Canada.



Gerald W. George, Executive Director of the National Historical Publications and Records Commission (NHPRC), the grant-making arm of the National Archives, announced the release of a report on "Research Issues in Electronic Records." The report is based on the results of a meeting held in Washington, D.C. in January, 1991, to determine a national agenda for research in the archival management of electronic records. The meeting, sponsored by the Minnesota Historical Society, was underwritten by a grant from the NHPRC.

For more information, or to obtain a copy of the report, write: Lisa Weber, NHPRC, National Archives Building, Room 607, Washington, D.C. 20408.



The Society for History in the Federal Government invites submissions for four awards that recognize outstanding contributions to the history of the federal government: the Thomas Jefferson Prize for a research aid, inventory, index, biographical directory, or bibliography; the Henry Adams Prize for a book-length narrative history, edited collection of essays, or other published historical work of comparable scope; the James Madison Prize for a published article, and the John Wesley Powell Prize for historic preservation techniques for projects dealing with historical records, artifacts, buildings, or sites, done on behalf of the federal government. Entries must be postmarked no later than February 1, 1992. Contact: David M. Pemberton, SHFG Awards Committee, 6306 Inwood St., Cheverly, MD 20765; telephone (301) 763-7936.



The Billy Graham Center Archives at Wheaton College recently received the Society of American Archivists' highest honor, the Distinguished Service Award. Established in 1964, the award is conferred from time to time in recognition of outstanding accomplishment.



The Amherst College Archives has received two federal grants in support of the preservation microfilming of the Dwight W. Morrow Papers.

The National Endowment for the Humanities Division of Preservation and Access, and the U.S. Department of Education Higher Education Act Title II-C have both provided grants for a total of \$105,000 to support the eighteen month project. Anne Ostendarp has been named Project Archivist; Preservation Officer Darla D'Arienzo will be Project Director.

PEOPLE

Bob Devlin, formerly Departmental Records Management Officer with the U.S. Department of Housing and Urban Development, retired early from the Federal Service and accepted the position of Records Analyst with the Fairfax County (Va.) Public Schools. His new telephone number is (703) 329-7749.

Cynthia G. Swank, MARAC Treasurer, now resides at P.O. Box 405, Portsmouth, NH 03802-0405, Telephone (603) 964-9294.

Thomas Clingan, Albany County Clerk, and **Mary Vines**, executive Director of the Albany County Hall of Records, received the 1991 Archives Week Award for Excellence in Local Government Archival Program Development. Presentation of the award took place Thursday, October 17 at a luncheon at the State Education Building in Albany.

James D. Folts, **Larry Hackman**, and **Judy Hohmann** of the New York State Archives and Records Administration were the recipients of the Society of American Archivists' Philip M. Hamer - Elizabeth Hamer Kegan Award in Philadelphia in late September for the program of activities they initiated to increase public awareness of the records of the New York Supreme Court.

The Intergovernmental Records Project Phase I Report, by **Marie B. Allen** and **Michael Miller**, was awarded the Society of American Archivists' Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice published in monographic form in North America. Established in 1959 and conferred annually, this award is named for one of American's archival pioneers and SAA's second president. Also honored this year was **Richard J. Cox** for his book, *American Archival Analysis: The Recent Development of the Archival Profession in the United States*.

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivists* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. "The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.



ARCHIVIST

Howard Hughes Medical Institute

Archivist to work part-time under contract to help establish and operate archives for philanthropy that supports biomedical research and education nationwide. Will work with Records Administrator in all facets of archives program. Activities include: appraise, inventory, process, and prepare finding aids for institutional records including photographs; develop procedures; coordinate microfilming projects. MA/MLS preferred; archival training and broad-based experience required. Fee and hours negotiable. Contact Jeannine Mark, Howard Hughes Medical Institute, 6701 Rockledge Drive, Bethesda, MD 20817 (301) 571-0523.

ADVERTISEMENT

THE COLLEGE OF WILLIAM AND MARY ASSISTANT UNIVERSITY ARCHIVIST

The Assistant University Archivist directs the daily operation of the Records Management Program; is responsible for the Records Center and Archives stacks; assists in planning and setting priorities; is responsible for accessioning, indexing, inventorying, and processing of Archives materials; performs research and assists researchers; prepares and mounts exhibits; supervises other Archives staff and students on a project basis; reports to the University Archivist. The University Archives, consisting of 2 professionals, 1 paraprofessional, and students, documents the history of the College of William and Mary and its people. Part of the Special Collections Division, the Archives works closely with the Manuscripts and Rare Books Department. William and Mary celebrates its 300th anniversary in 1993.

Requirements: MA in history or MLS from an ALA-accredited library school; archival experience, preferably in an academic setting; effective oral and written communications skills; the ability to pay close attention to detail; ability to work effectively with the public and staff; and the ability to lift and carry boxes of at least 40 lbs. Desirable: records management experience, preferably in an academic setting; formal archival training; experience in MARC-AMC format; background in history, preferably American.

Twelve month appointment. Minimum salary \$28,000 benefits include twenty days annual leave, choice of retirement systems, and other liberal fringe benefits. Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: Search Committee for Assistant University Archivist, Swem Library, College of William and Mary, P.O. Box 8794, Williamsburg, VA 23187-8794. Application review will begin January 15, 1992 and continue until position is filled. William and Mary is an affirmative action, equal opportunity employer; women and minorities are encouraged to apply.



Disaster Planning?

If you're too busy fighting fires to prepare a disaster plan for your museum, our computerized outline and text template can give you a running start. Includes standard formats, safe materials handling instructions, forms for disaster team management, collection salvage priorities and supplies checklists with directory of supplies and conservation referral sources. Available in WordPerfect 5.0 format or ASCII text for use with other word-processing software.

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EMPLOYMENT

STATE HISTORICAL SOCIETY OF WISCONSIN

Head, Collection Management Bureau, Archives Division

Responsibilities: This position is responsible for collection management functions in one of the largest and best-known repositories of public records and private manuscripts in the United States. Incumbent will supervise a staff of seven professional archivists and approximately thirty part-time employees. Duties include direction of work in areas of arrangement and description, bibliographic data base management, accessioning and physical control, and public records appraisal. Incumbent will also participate in development of program objectives and priorities for the Archives Division as a whole, and grantsmanship, as well as serve as the assistant Division administrator in the absence of the State Archivist.

Qualifications: Ph.D., MA and/or MLS in U.S. history, archives administration, or a closely related fields; 5 years experience as a supervisor, including supervision of professional staff; knowledge/experience with government records and recordkeeping practices; knowledge/experience with electronic records strongly preferred; knowledge of U.S. and Wisconsin history; well-developed and proven written and oral communication skills, evidenced by publications and professional presentations.

SALARY: \$35,994-\$44,782, based on qualifications, plus comprehensive benefits package: one-year probationary period: hourly increase of \$.52 after six months.

APPLY: with a letter of interest and detailed resume to Mike Blair, Personnel Specialist, State Historical Society of Wisconsin, 816 State Street, Madison, WI 53706. Deadline: March 1, 1992. Direct questions to Peter Gottlieb, State Archivist, at (608) 264-6480.

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EMPLOYMENT

THE AIP CENTER FOR HISTORY OF PHYSICS

Project Archivist

The AIP Center for History of Physics seeks an archivist for its grant-funded study aimed at learning how to document collaborative research involving teams from three or more institutions. Phase I of the long-term project, focused on the field of high-energy physics, has been successfully completed and the two-year study of collaborations in space science and geophysics has just started.

The position offered is for a minimum of 20 months; proposals will be submitted for a final (one or more year) phase of the study to explore the applications of project findings to other areas of science and technology and develop policies and guidelines in both the archival and science policy areas to improved future documentation.

Responsibilities: The project archivist—along with the project historian and project director—will participate in all aspects of the study, including interviews with scientists on patterns of collaboration, interviews with archivists and other records managers on patterns of record keeping, assessment of archival findings, and recommendations for future actions.

Qualifications: A masters degree in history or library science with archival training and at least two years experience with postwar records is required. A general interest in science and technology is preferred.

Salary: Minimum \$30,000, depending upon qualifications. The position will remain open until filled. Send resume and letter of application to Joan Warnow-Blewett, AIP Center for History of Physics, 335 E. 45 Street, New York, NY 10017. Tel: 212-661-9404; Fax: 212-986-5334; E-mail: JWB@AIP.Bitnet.

CALENDAR

March 5, 6, or 9: New Jersey. "Mirrors of Time: Preserving Photographic Collections," a workshop; jointly sponsored by the Northeast Document Conservation center, New Jersey State Library and Rutgers University. Instructor: Gary Albright, NEDCC. Contact: Jana Varlejs, Director of Professional Development, School of Communication, Information and Library Studies, Rutgers University, New Brunswick, NJ 08903.

March 12: New Brunswick, NJ. "Preserving Recorded Sound Materials." Instructors: Mark Roosa, University of Delaware, and Donald McCormick, Rodgers and Hammerstein Archives of Recorded Sound, New York Public Library. Tuition \$55. Contact: Jana Varlejs, Director of Professional Development, School of Communication, Information and Library Studies, Rutgers University, New Brunswick, NJ 08903.

March 17: Washington, DC. "Designing for Preservation: Choosing Archival Storage Modules and Fire Protection." 7th Annual Preservation Conference, offered by the National Archives, based on the NARA experience planning Archives II. Contact: Conference Coordinator, National Archives and Records Administration, Washington, DC 20408.

June 1-8: Buffalo, NY. American Institute for Conservation Annual Conference. Contact: AIC, 1400 116th Street, NW, Suite 340, Washington, DC 20036.

June 25 - July 2: San Francisco, CA. ALA Annual Conference. Contact: American Library Association, 50 East Huron Street, Chicago, IL 60611.

MARAC LETTERS

The Honorable Roy Romer
Governor
State Capitol
200 East 14th Street
Denver, CO 80203

Re: Elimination of State Archives and Public Records Division

Dear Governor Romer:

On behalf of the Mid-Atlantic Regional Archives Conference, a professional association of 1,100 archivists and records managers, I want to express our grave concern about your proposal to eliminate the Colorado Division of Archives and Public Records. This action would jeopardize the security and orderly administration of Colorado's public records, unreasonably restrict access to the documents that protect the legal rights of Colorado citizens, and threaten the untimely loss or destruction of the documentary heritage of a great State.

We are not unfamiliar with the budgetary difficulties that face your government; indeed, a significant percentage of MARAC's members hold positions in federal and state government institutions, and the tightening vice of declining revenues and spiraling costs affects us all. However, balancing the budget by abolishing the State's central archives and records agency would be - at best - short-sighted. Almost certainly it would be highly dangerous to the integrity of government operations and the protection of citizens' rights under law.

MARAC urgently requests that you reconsider taking an action whose effect on the State's budget-balancing effort would be negligible, but whose devastating impact on the government, the people, and the history of Colorado would be both immediate and long-lasting.

Sincerely yours,
Karl J. Niederer
Chairman

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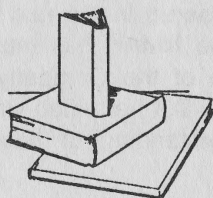
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CALENDAR

September 6-11: Montreal, Canada. XIIth International Congress on Archives.

September 14-18: Montreal, Canada. Society of American Archivists annual meeting.

September 19-27: Quebec, Canada. ICOM '92, 16th General Conference of the International Council of Museums. Contact: ICOM '92, 60 Rue Marche-Champlain, Quebec G1K 8R1, Canada

October 24-25: Cambridge, MA. "Disaster Planning, Response and Recovery," a seminar to examine disaster mitigation and recovery methods, for safeguarding historic and artistic collections and properties, offered by Technology & Conservation at the Massachusetts Institute for Technology. Registration \$250, prior to August 15; \$290 thereafter. Contact: Susan E. Schur, Technology & Conservation, One Emerson Place, Boston, MA 02114.

1993

September: Washington, DC. Triennial Meeting of the International Council of Museums Conservation Committee.

Upcoming MARAC Meetings

Spring Meeting
Pittsburgh, Pennsylvania
May 7 - 9, 1992

Fall Meeting
Buffalo, New York
October 28 - 31, 1992

Spring Meeting
Long Branch, New Jersey
May 6 - 8, 1993

Fall Meeting
Gettysburg, Pennsylvania
November 4 - 6, 1993

SESSIONS ABSTRACTS

WORKSHOP REVIEW

Glenn S. Cook

The MARAC Fall 1991 Meeting in Roanoke, VA presented a workshop entitled "Introduction to Conservation Environments for Libraries and Archives." The speaker for this workshop, William P. Lull, is a leading authority on the design and management of environmental systems for libraries and archives. I became aware of Mr. Lull's outstanding abilities as he discussed a variety of concerns necessary to address in order to develop an environmentally sound library or archives program.

Mr. Lull covered topics relating to lighting, UV exposure, HVAC systems, humidification/dehumidification issues, and particulate and gaseous contamination. He went on to discuss these issues as they relate to present facilities, renovation of existing structures, and in planning for a new facility. Open discussion from the audience was encouraged throughout the workshop, and questions were answered promptly by Mr. Lull. Positive feedback indicated that participants left the workshop with a greater understanding of environmental issues as they relate to libraries and archives.

The general response received from archivists and librarians that participated in the workshop reinforced my belief that there is widespread need for workshops such as this one. It is my hope that future workshops sponsored by MARAC will include presentations by such notable figures as Mr. Lull. My thanks go out to those responsible for including this workshop in the Fall Meeting.

OF WORKERS AND MACHINES:

NEW DIRECTIONS IN VIDEO DOCUMENTATION

Participants: Greg Galer, The Valentine Museum; Charlene Stephens, The National Museum of American History; Selma Thomas, Watertown Productions, Inc. (Chair/Commentator)

This session examined the recent efforts of historians to document industrial history, in particular the workplace and work process, with videotape. Historians Greg Galer and Charlene Stephens presented their work in the Tredegar Iron Works and the Waltham Clock Company, respectively. Galer presented slides and videos in his presentation of the Valentine's ongoing effort to document the working people of Richmond. He explained that the outcome of these efforts is twofold: to augment the collections and to complement the Museum's exhibition programs. He showed two videos, one prepared by the company and one prepared by Galer and Gregg Kimball, for use in the Museum's exhibition on "The Working People of Richmond". He explained the need for historians to develop a comfortable relationship with company spokespersons, workers and managers; and he emphasized the importance of visiting the site and learning from workers how the machine (in this case, the rolling mill) is operated.

Charlene Stephens discussed a similar effort, though she visited a company that was about to close its doors forever, with the Smithsonian Videohistory Program. She is conducting an ongoing study in the production of clocks and, she explained, Waltham is the last place in the U.S. which makes mechanical clocks. She was eager to document the work process in place; she explained that she learned much about that process by visiting the site and documenting it with a camera. She knew much about the machinery but she had not realized how much of the process is still done by hand: her visit enabled her to see that and to document it. She mentioned that the camera (and subsequent videotape) was more accurate and more thorough than hand notes. She gave a brief history of the Company, which began in 1949 and pioneered in the use of mass-production technologies. She explained that the NMAH has many Waltham-related materials in its collections, because of the Company's central role in the history of American manufacturing. But her video work enabled her, and the collection, to get a detained understanding of how these innovative technologies actually worked.

Selma Thomas discussed her dual concerns, as historian and video producer. She pointed out that both Galer and Stephens came to the video work with a great deal of research already done: their work was part of an ongoing study and video was a significant source of information that complements materials already consulted. She discussed the evidence that is available in both the object and the video of the object in operation; and she asked her colleagues to begin to explore the limits of video, to ask "what kinds of information can video best document?" Questions from the floor addressed the comparative reliability and cost of film vs. video; and the role of archivists in the collection of video.

(Continued on P. 17)

WORKSHOP REVIEW (Continued from P. 16)

The Fall Meeting of MARAC at Roanoke, VA presented a pre-conference workshop on Oral History. The speakers for this workshop were Sara Collings, Virginia Librarian for the Arlington (VA) County Department of Libraries; Ann Ritchie, Oral Historian for the National Gallery of Art, and G. David Anderson, University Archivist at The George Washington University. The workshop centered on presentations, which included setting up interviews and techniques, legal aspects, use of volunteers, cataloging, selecting interviewees, storage and conservation. It also included open discussions, a practicum to reinforce skills and a review of the literature.

The response from participants demonstrated the interest in oral history and the desire for training in the field.

SESSION 15 ARTIFACTS: BEYOND COLLECTIBLES AND EXHIBITS

Two speakers discussed a range of topics from fire engines and firemen's uniforms to the first rubber surgical glove. Carol W. Smith showed how artifacts can reflect changes in official policies in the country's two oldest fire insurance companies. Mary Garofalo described the steps being taken in developing intellectual and physical control over art and medical artifacts at a teaching hospital-medical school- and schools of nursing and of public health. Stephanie Morris provided additional comments on storing artifacts and on other sources of information. Lively discussion concerning methods and policies followed.

— Stephanie Morris

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**DOCUMENT THEFT:
THE PAST IS PROLOGUE**

This session focused on two of the more famous cases of archival theft, the recent Charles M. Mount case and the Murphy case from the 1960's. Sara Stone presented the Murphy case in Donald Jackanicz's absence due to a family illness, and Michael Musick provided an "eyewitness" review of the Mount case. Each presentation spent some time describing what had taken place and how these thefts contributed to reviews of reference service procedures and subsequent strengthening of security. In his commentary, Jim Byers provided a review of guidelines to consider when establishing or revising reference service procedures.

Both presentations provided well thought through descriptions of the relevant thefts, and the subsequent discussions among archival staff about how to deter future attempted thefts. Michael Musick's "affected" British accent was a particularly good rendition of Charles Mount's manner and approach in dealing with the staff of the National Archives.

The session was well attended and generated a good number of thoughtful questions. It is clear, once again, that there is no fool proof preventive to archival theft. The discussion must continue so that the system can improve.

(Continued on P. 22)

MARAC BUSINESS MEETING MINUTES

Roanoke Marriott Hotel, Roanoke Virginia
9 November 1991

Karl Niederer called the meeting to order at 8:45 a.m.

1. The minutes of the Business Meeting of 4 May 1991 in Wilmington, Delaware, were approved and published in the *Mid-Atlantic Archivist*.
2. Chair's Report - Karl Niederer
 - a. Appointment of the following persons to Standing Committees:
Education Committee - Diane Windham Shaw, Tom Frusciano, and Laura S. Kline
Finance Committee - Tom Battle and Laura Parrish
Meetings Coordinating Committee - Max Yela
Membership Development Committee - Peter Wosh
Nominations and Elections Committee - David Carmicheal and Charlotte Brown
Outreach Committee - Heidi Ziemer and Rebecca Ebert
Publications Committee - Ron Becker
Finding Aids Award Committee - William F. Sherman
 - b. Bylaw changes - The bylaw amendments approved by the Steering Committee were distributed to the members present at the Business Meeting. Karl reported that these would be voted on later in the meeting, under old business.
 - c. Administrator's contract - The Steering Committee has approved a 2-year contract with MARAC Administrator Marsha Trimble at the University of Virginia Law Library. This contract is a revision of the original contract negotiated with Richard Lindemann and the University of Virginia Library in 1989.
 - d. Karl has written a letter on behalf of MARAC to the Governor of Colorado protesting the proposed abolition of the Colorado State Archives.
 - e. Publications Committee Chair Greg Bradsher has announced the impending publication of two new technical leaflets:
 - one on access to records under the Freedom of Information Act by Mary Ronan
 - one on qualitative and quantitative sampling of records as an appraisal technique by Bruce Ambacher and Greg Bradsher.Greg has also announced the development of a formal publishing agreement between MARAC and authors/compilers or works published under MARAC's auspices. Several other publications,

including a revision of MARAC's *Guidelines* brochure and two symposia volumes, are planned for release during 1992. A reciprocal agreement with the Midwest Archives Conference for publication sales is also under consideration.

- f. Education Committee Chair Fred Stielow has submitted a revised proposal for a MARAC workshop program under whose auspices continuing education units may be offered in some cases at future meetings. The proposal has been referred back to committee for further review and resubmission at the winter Steering Committee meeting.
- g. The Membership Development Committee has overseen publication of a revised version of MARAC's membership flyer and application, which is now available in large quantities from MARAC Administrator Marsha Trimble.
- h. The Nominations and Elections Committee has met and begun to compile lists of potential candidates for election to MARAC offices and state representatives positions in 1992. Jeff Flannery is chair of that committee.
- i. The Outreach Committee has just been constituted: Heidi Ziemer will chair that committee.
- j. The Arline Custer Award Committee has elected Emily Oakhill chair for 1991-92. The 1991 awards will be announced later in this meeting.
- k. The final report of the Task Force on Long-Range Planning has received preliminary approval by the Steering Committee and will now be forwarded to the standing committees for the development of timetables.
- l. The Task Force on Liability Issues has received approval by the Steering Committee to investigate the purchase of insurance for approval by the Steering Committee at the winter meeting so that we will have insurance by the Buffalo meeting in the fall of 1992. Heidi Ziemer has been asked for a certificate of insurance by the Buffalo hotel.
- m. An ad hoc committee to review and revise the operational guidelines for the Custer and Finding Aids Awards committees was appointed; members will include representatives of both awards committees and Rebecca Johnson of the Steering Committee.
- n. MARAC's officers will review and revise their duties and responsibilities guidelines prior to the winter 1992 meeting.
- o. The 1991-92 budget has been approved by the Steering Committee. There will be more on this in the Treasurer's report later in this meeting.

MARAC BUSINESS MEETING MINUTES

- p. MARAC Archivist Lauren Brown announced the compilation of a revised guide to the MARAC Archives at the University of Maryland, College Park.
3. Vice Chair's Report - Jodi Koste
 - a. Jodi announced the following dates and locations for future meetings. See page 15.
 - b. The Steering Committee authorized the Meeting Coordinating Committee to conduct a "straw poll" of the state caucuses at Roanoke regarding three options for meeting formats: two meetings per year in current format; one meeting in current format, one consisting only of workshops; and only one meeting per year, presumably in current format. The responses are still coming in, but the committee will report on this in the future.
 - c. Members are urged to complete and submit their evaluation forms for this meeting.
 4. Treasurer's report - Cynthia Swank
 - a. 1990-91 year-end report summary (distributed?). Income is up, chiefly because of an increase in membership; interest rates are bad, so that item of interest is down. Expenditures in general last year were less than the amount budgeted, but Steering Committee expenses were high because they included expenses for the Long-Range Planning Task Force and mailing list expenses were high because they include setting up the database under the new Administrator's contract.
 - b. The 1991-92 budget has been approved by the Finance Committee and the Steering Committee. The biggest change in the budget is the funding for the Administrator's position which includes part-time clerical assistance. Postage has been separated out in the budget for the first time.
 - c. The Steering Committee has voted to place all undesignated gifts from members into the "endowment fund" in order to build a fund for future projects.
 5. Administrator's Report - Marsha Trimble

We now have better control over the membership database as it is installed at the UVa Law Library. Renewals are currently being processed (751 individuals and 16 institutions renewed by November 1; 46 new members; 20 people dropped; 1135 total). Members are urged to submit changes and/or corrections to their entries to Marsha when necessary.
 6. Arline Custer Award Presentation - Rod Ross

See article page 3.
 7. Local Arrangements Committee Report - Roanoke - Laura Katz Smith

Laura thanked John Straw, former Local Arrangements Chair, the members of her committee, Jodi Koste, and Greg Kimball for all their help.
 8. Program Committee Report - Roanoke - Greg Kimball

Greg asked that all attendees be sure to submit evaluation forms. He thanked Jodi, Laura Katz Smith, and the members of the program committee for all their help.
 9. Program Committee Preview - Pittsburgh - Richard Cox

Richard reported that the theme of the Pittsburgh meeting would be archival education. The plenary speaker will be Luciana Duranti of the School of Library, Archives, and Information Studies at the University of British Columbia. Three key papers will be presented. Two SAA workshops will be presented.
 10. Local Arrangements Preview - Mary Catherine "Mary Kay" Johnsen

A slide show was presented and highlights were described, including walking tours and other tours, a Greek Food Festival, luncheon event ("Dear Friends"), the 20th anniversary celebration, possibly a cruise with a champagne brunch, and a tour of Fallingwater.

Jodi Koste described plans in progress for the 20th anniversary celebration, and called for materials to be used in the compilation of a slide show (photographs, memorabilia, anecdotes, etc).
 11. Old Business

Karl Niederer presented the Steering Committees recommended changes to the Bylaws as detailed in the handouts distributed to each table. Karl entertained a motion to approve the amendments, but Parliamentarian Fred Stielow interjected that the rules of order called for the amendments to be introduced at one meeting and approved at the next. Karl accepted this ruling and carried the amendments to the Pittsburgh Business meeting.
 12. Heidi Ziemer announced that a survey has been distributed regarding travel to the Buffalo meeting and asked that these be filled out and returned to her. She also announced the awarding of raffle prizes keyed to numbers appearing on the survey forms.
 13. David Anderson announced that he plans a special section in the spring newsletter (March 1 deadline) to be devoted to the 20th anniversary. He needs material in the form of special articles and hopes to hear from the membership in this regard.

MARAC BUSINESS MEETING

14. Resolution

A Resolution Written on I-581

Whereas, we were all illuminated in the Star City, and

Whereas, we had two heads of local arrangement for the price of one, and

Whereas, we enjoyed the Neo-kabuki, hacienda, chalet-style post-modern hotel surroundings where most of us were able to find our way onto the elevators by at least the second day... and off of them by the third day, and

Whereas, we were transported to an elegant reception where we were able to mingle with some big wheels and let off a little steam, and

Whereas, the restaurants of Roanoke unfolded before us, and

Whereas, the most hospitable of suites greeted us every night with snappy libations and even snappier bartenders, and left us with a smile on our face and a shine on our shoes, and

Whereas, we are frightfully fortunate vagabonds who felt fully virtuous at a fabulously fine venue and who enjoyed a fruitful fulfillment in Virginia,

BE IT RESOLVED that the membership of MARAC extends its full appreciation and gratitude to the Local Arrangements Committee of our 1991 Fall Meeting at Roanoke, Virginia for a job very well done, indeed!

Respectfully submitted by the Local Arrangements Committee Wilmington meeting, Spring 1991

Adopted at the MARAC Business Meeting 9 November 1991 in Roanoke, Virginia

15. Resolution

In order to thank the Program Committee for their labor in hammering out and assembling this program, we the membership of MARAC offer this resolution of appreciation:

Whereas, MARAC members have traveled through smoke to Roanoke in November 1991 to ponder the records of business, technology, and labor, and

Whereas, we have found this may be the only place where business and labor have a common case, and

Whereas, we learned that the labor man doesn't buy American, and

Whereas, we found continuity in perpetuity from in-ground to what Ken Burns found

Now let it be resolved that we MARAC members assembled here at the Business Meeting on November 9th to express our gratitude to Gregg Kimball and his Program Committee road crew for their labor of care in selling us the American dream, digging up the past, and working in the coal mines.

Adopted at the MARAC Business Meeting 9 November 1991 in Roanoke, Virginia.

16. Other Business - None

17. The meeting was Adjourned at 9:43 a.m.

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of 7 November 1991, in Roanoke, Virginia

- Approved the minutes of the 10 July 1991 Steering Committee meeting with the following correction:

* The Education, Outreach, and Publications committee chairs will be appointed by the Steering Committee Chair [correction to proposed bylaw change]

- Announced the following appointments to committees:

* Nominations and Elections: David Carmicheal (temporary chair) and Charlotte Brown

* Education: Diane Windham Shaw, Tom Frusciano, Laura S. Kline

* Finance: Tom Battle

* Meetings Coordinating: Max Yela

* Membership Development: Peter Wosh

* Outreach: Heidi Zierner

* Publications: Ron Becker

* Finding Aids Award: William F. Sherman

- Approved the final version of bylaw changes to be presented to the membership at the Roanoke business meeting, incorporating a change made to reflect reality by striking the local arrangements and program committees from the Special Committees that might be created by the Steering Committee as described in Section 5 C., and instead designating authority for constituting LACs and PCs to the Meetings Coordinating Committee under its operating guidelines, subject to the final approval of the Steering Committee.

- Received the approved contract with the MARAC Administrator.

- Received copies of a letter written by the Conference Chair to the Governor of Colorado on behalf of MARAC opposing the closing of the state archives.

- Approved the 1993 meeting sites: Long Branch, New Jersey for May 6-8 (meeting to be co-hosted with OHMAR) and Gettysburg, Pennsylvania for November 4-6.

- Empowered the Meetings Coordinating Committee to formalize relationships with OHMAR for the Long Branch meeting.

- Asked for feedback from the state caucus meetings on the question of whether or not the MARAC meeting format should be changed to one meeting a year or to one regular meeting and one meeting consisting solely of workshops.

STEERING COMMITTEE

- Received and approved the financial report of the Treasurer for the 1990-91 fiscal year and the budget for the 1991-92 fiscal year.
- Passed a motion to direct the Treasurer to deposit all undesignated contributions to MARAC in the Endowment Fund to build up a fund for the awards program of MARAC and other programs approved by the Steering Committee.
- Received the report of the MARAC Administrator that renewals are in process and that a new membership directory can be issued in the spring of 1993.
- Received the report of the MARAC Archivist that staffing cuts have taken place in the Special Collections Department at the University of Maryland but that this should not affect the Archivist's ability to care for the MARAC archives.
- Reported that the new membership brochure was printed in September and that it is available in large quantities from Marsha Trimble.
- Appointed a special committee to consist of Rebecca Johnson and a representative of each award committee to review and revise the award committee guidelines.
- The Steering Committee reviewed the report submitted by the Long-Range Planning Task Force. The Steering Committee was asked to read the report overnight. A special meeting of the Steering Committee was called for the morning of November 8th to decide whether or not to send the report forward. At this special session the Steering Committee approved the report and instructed that it be sent forward to the standing committees for review and the compilation of timetables for goals and objectives.
- Empowered Cynthia Swank as Treasurer and Chair of the Liability Issues Task Force to pursue the purchase of insurance and to bring a purchase proposal to the winter Steering Committee meeting.
- Set the winter quarterly meeting for the Steering Committee for 6 February 1992 at the Maryland Historical Society, Baltimore, Maryland, at 10:30 a.m.

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SESSION ABSTRACTS (Continued from P. 17)

Business Records: Reflections in Different Mirrors
Chair/Commentator: Gary D. Saretzky, Educational Testing Service, Harry Keiner, CIGNA, Conley Edwards, Virginia State Library and Archives

This session addressed the topic of business archives from the perspectives of a business archivist/historian (Keiner) and an archivist working at a public institution that collects business records (Edwards).

Keiner reviewed the history of business archives in the United States since the early 20th century. Beginning in the 1930's, a few corporate archives were started at the instigation of business historians. However, this movement slowed by the 1960's, as business historians lost interest in institutional histories and businesses began to focus on records management. In the 1970's, the number of business archives began to increase again, but with an emphasis on serving organizational needs, rather than the interests of scholars.

Keiner then addressed the implications of this shift for business historians. If collection policies are too reference-driven, these archives may not be adequately serving the needs of future researchers. Keiner urged business archivists "to raise their eyes above the institutional level" and collect in such areas as the company's role in the development of its industry, its influence on government regulation, and its effect on the local community.

Conley Edwards described the business holdings in the Virginia State Library and Archives. These holdings comprise almost 1,000 cubic feet, the third largest group after state and local government records, and range from the 17th century to the present. Edwards then described how the Archives acquired several collections of business records: the David and William Allason papers; the Mutual Assurance Society; the Tredgar Iron Company; the G. B. Lorraine papers; and the Norfolk and Western Railroad. In some cases, the Archives worked with the firms involved for a long period of time in order to obtain these records. Edwards explained how newspaper publicity can be an effective means of publicizing a repository's interest.

In his comments on the Keiner paper, Gary Saretzky pointed out some of the problems and possible solutions to the business archivist's dilemma of balancing the needs of scholars with the needs of the host organization. With regard to the Edwards paper, he pointed out that business archivists should keep in mind that the records in their custody may well end up in a public repository or in the archives of another corporation, should a merger or takeover occur. He then discussed some implications of this possible eventuality for current archival practice.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1990-91 FISCAL YEAR
October 1, 1990 to June 30, 1991

Item	Budget FY90-91	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Cum % of Budget	1990-91 YTD	1989-90 Actual
Income								
Membership Dues	\$8,500.00	\$6,768.61	1,682.00	\$409.00	\$344.00	108%	\$9,203.61	\$8,848.00
Publication Sales	1,000.00	512.50	53.50	135.20	140.95	84%	842.15	653.85
Publ. Advertising	1,500.00	491.00	432.00	261.00	60.00	83%	1,244.00	1,699.00
Bank Interest	2,500.00	203.11	119.84	467.20	1,442.65	89%	2,232.80	2,127.99
Conferences	12,000.00	50.00	10,575.37	50.00	7,455.92	151%	18,131.29	9,141.43
Misc. Income	120.00	0.00	40.00	10.00	80.00	108%	130.00	160.00
Total Revenue	\$25,620.00	\$8,025.22	\$12,902.71	\$1,332.40	\$9,523.52	124%	\$31,783.85	\$22,630.27
Expenses								
Admin. & General	\$2,970.00	\$74.65	\$47.00	\$660.10	1,600.00	80%	2,381.75	2,243.43
Membership	1,650.00	352.85	321.09	103.32	1,147.27	117%	1,924.53	1,498.55
Committees	2,300.00	109.39	1,346.25	372.82	843.10	116%	2,671.56	1,749.78
Conferences	2,000.00	.00	2,033.08	0.00	2,000.00	202%	4,033.08	1,282.74
Publications	14,750.00	5,122.30	2,048.40	2,144.30	2,256.72	78%	11,571.72	9,132.00
Awards	200.00	100.00	0.00	100.00	.00	100%	200.00	200.00
Other expenses	100.00	.00	97.00	0.00	.00	97%	97.00	
Total Expenses	\$23,970.00	\$5,759.19	\$5,892.82	\$3,380.54	\$7,847.09	95%	\$22,879.64	\$16,106.50
Net Income or (Net Loss)		\$2,266.03	\$7,009.89	(\$2,048.14)	\$1,676.43		\$8,904.21	
Summary								
Opening Balance	\$41,897.53							
Income	9,523.52							
Expenses	7,847.09							
Closing Balance	\$43,573.96							
		Fund	Opening	Credits	Debits	Closing		
		Current	\$7,897.53	\$9,523.52	\$10,847.09	\$6,573.96		
		Endowed	3,000.00	3,000.00	.00	6,000.00		
		Reserve	24,000.00	.00	.00	24,000.00		
		Surplus	7,000.00	.00	.00	7,000.00		
		Totals	\$41,897.53	\$12,523.52	\$10,847.09	\$43,573.96		
Cash Accounts								
Checking	\$1,954.65							
Money Market	5,594.26							
Savings Account	5,025.05							
Certif. of Deposit	31,000.00							
	\$43,573.96							

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in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at \$10 per year) and membership applications should be addressed to: Marsha Trimble, University of Virginia Law Library, Charlottesville, VA 22901. Send material for *maa* publication to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7549, FAX (202) 994-1340, Electronic Mail: CC1821A@GWUVM. Deadlines are the first of March, June, September and December.

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